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Agency Secretary

# Air Resources Board

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Chairman

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Arnold Schwarzenegger  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: April 1, 2004

SUBJECT: SAFETY MEETING IDEAS -- APRIL 2004

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Suggested issues to discuss during your next meeting are:

1. **Daylight Saving Time Begins April 4<sup>th</sup>**

We will spring forward on Sunday, April 4<sup>th</sup> officially at 2:00 a.m. The main purpose of Daylight Saving Time (called "Summer Time" many places in the world) is to make better use of daylight. We change our clocks during the summer months to move an hour of daylight from the morning to the evening. It is also good for the environment. Studies done by the U.S. Department of Transportation show that Daylight Saving Time trims the entire country's electricity usage by a significant, but small amount, of less than one percent each day with Daylight Saving Time. See the Daylight Saving Time web site [<http://webexhibits.org/daylightsaving/index.html>] for more information.

2. **The Computer User's Guide to an Ergonomic Workstation**

We have just added a link to The Department of Personnel Administration's Computer User's Guide to an Ergonomic Workstation Handbook on ARB's Safety Page: <http://inside.arb.ca.gov/as/safety/safety.htm>. The handbook is to provide all employees with information to reduce personal injuries and occupational illnesses associated with computer use. This is a revision of the Computer User's Handbook that was published in 1997. A hard copy of this handbook is available by request, contact [Cindy Francisco](#).

2. **What to Do When An Fire Alarm Sounds**

When the fire alarm sounds, STOP what you are doing and go directly to the nearest exit out of the building (or to the relocation floor, if appropriate). Go

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

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assemble in the designated evacuation site. If you are unaware of where that is, you can find out by visiting our safety web page. Begin on the ARB Bulletin Board page, click on "Administrative Services" located on the left side, scroll down and click on "Safety," then click on "Facility Safety Information," and finally choose your facility. The evacuation site is listed inside the emergency plan. If you have further questions, please feel free to talk with your supervisor or the Emergency Coordinator which is listed with the facility information:

<http://inside.arb.ca.gov/as/safety/FACILITY.htm>

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at

<http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov)

cc: Administrative Liaisons